

**New Hanover Township
Building Department
2 Hockamick Road
Cookstown, NJ 08511
609-758-2172x14**

Guidelines for resale and rental CO

- 1. Provide current well water test from any approved testing laboratory in New Jersey.**
- 2. Provide heat certification from a heating contractor.**
- 3. Provide septic certification from a septic contractor.**
- 4. Smoke and carbon monoxide detector inspection by Wrightstown Fire Official, 609-723-4450.**
- 5. Submit resale rental application with a \$75.00 fee to this department and contact Jerry Ottavi, Building Subcode Official at 609-658-8914 for a resale rental inspection. Check can be made out to New Hanover Township.**

TOWNSHIP OF NEW HANOVER
P.O. BOX #158
COOKSTOWN, NJ 08511
609-758-2172

*Refer to:
Office Of
Inspection*

**APPLICATION FOR EXISTING STRUCTURE
CERTIFICATE OF OCCUPANCY**

IDENTIFICATION

INSPECTION ADDRESS: _____ BLOCK: _____ LOT: _____

OWNER **AGENT**

NAME: _____ COMPANY: _____

ADDRESS: _____ ADDRESS: _____

CITY: _____ CITY: _____

STATE/ZIP: _____ STATE/ZIP: _____

DAY PHONE: _____ DAY PHONE: _____

NIGHT PHONE: _____ AGENT NAME: _____

ACTION

- RENTAL C.O.
 - RESALE C.O.
 - COMMERCIAL C.O.
 - TWO FAMILY, EACH UNIT
- RE-INSPECTION FEE IS _____

OFFICE USE

1 ST INSPECTION ON	2 ND INSPECTION ON	3 RD INSPECTION ON
<input type="checkbox"/> KEY PROVIDED <input type="checkbox"/> OWNER HOME <input type="checkbox"/> LOCK BOX NO.	<input type="checkbox"/> KEY PROVIDED <input type="checkbox"/> OWNER HOME <input type="checkbox"/> LOCK BOX NO.	<input type="checkbox"/> KEY PROVIDED <input type="checkbox"/> OWNER HOME <input type="checkbox"/> LOCK BOX NO.
FEE:\$ _____ <input type="checkbox"/> CHECK # _____ <input type="checkbox"/> CASH _____ DATE: _____	FEE:\$ _____ <input type="checkbox"/> CHECK # _____ <input type="checkbox"/> CASH _____ DATE: _____	FEE:\$ _____ <input type="checkbox"/> CHECK # _____ <input type="checkbox"/> CASH _____ DATE: _____
PERMIT # _____ INSPECTOR INITIALS <input type="checkbox"/> PASSED <input type="checkbox"/> FAILED	PERMIT # _____ INSPECTOR INITIALS <input type="checkbox"/> PASSED <input type="checkbox"/> FAILED	PERMIT # _____ INSPECTOR INITIALS <input type="checkbox"/> PASSED <input type="checkbox"/> FAILED

COMMENTS: